



## Area Agency on Aging, PSA 2 2021 Healthy U Bid Process Letter of Intent Instructions

The Area Agency on Aging, PSA 2 seeks Letters of Intent from service providers who are interested in receiving a contract through a competitive *Request For Proposal* process for provision of Healthy U, an evidence-based health promotion program.

The Healthy U contract is for the period of January 1, 2022 – December 31, 2022.

The availability of funding is contingent upon the annual funding authority received by the Area Agency from the Ohio Department of Aging and any changes imposed at the State level. The Healthy U program is for the nine-county region of Champaign, Clark, Darke, Greene, Logan, Miami, Montgomery, Preble and Shelby counties.

### Healthy U Service Description

Healthy U is an evidence-based program developed at Stanford University proven to help people with chronic conditions to live healthier lives through better managing their symptoms. Participants meet weekly for six weeks and try out different self-management tools and tips, share their own experiences, and support others who face similar challenges. Workshops offered are:

- **chronic disease** supporting management of any long-term health problem,
- **diabetes** to better manage or prevent type 2 diabetes, and
- **chronic pain** for people seeking alternative pain management tools.

### Planned Funding Level

|   |  |
|---|--|
| <b>Regional Healthy U (Nine-County Service only):</b> Champaign, Clark, Darke, Greene, Logan, Miami, Montgomery, Preble, Shelby | <b>Planned Annual Funding</b><br>\$101,615 |
|---|--|

## Letter of Intent Submission Process

1. **An Informational Zoom Call will be held on: Tuesday, June 29, 2021** at 10:30 am. The purpose of the Informational Zoom call is to review the proposal packet and answer any questions. **Participation in the Informational Zoom call is not required.** If attending, please email Karin Nevius by close-of-business Monday, June 28, at [knevius@info4seniors.org](mailto:knevius@info4seniors.org) or 937-341-3001 to receive link.
2. To download the Letter of Intent (LOI) form posted on the Area Agency website, obtain the form from the provided link. Email or fax the completed LOI as directed.
3. The Area Agency **must receive the LOI by Wednesday, July 7, 2021** – emailed or faxed to Pat Mayer, [pmayer@info4seniors.org](mailto:pmayer@info4seniors.org), 937-341-3005 fax. **Late LOIs will not be accepted.**

## Proposal Submission Process

1. **Important: Proposal packets will be sent electronically only to agencies who submit an LOI by requested due date of July 7, 2021.**
2. Proposal to the Area Agency will include instructions for submission. The completed proposal must be received at the Area Agency office no later than **Friday, August 6 by 5:00 pm. Late proposals will not be accepted.**

**\*\*\*\*\*See Next Page: Contracting Schedule in 2021\*\*\*\*\***

## Allocation Contracting Schedule in 2021

### For Healthy U Fiscal Year January 1, 2022 – December 31, 2022

|           |  |
|-----------|--|
| May 26    | The AAA Advisory Council and Board of Trustees approve the plan for competitive bid of Healthy U Services.   |
| June 15   | The AAA issues a Request for Letters of Intent Legal Notice and Notice of Informational Zoom Call.   |
| June 29   | Informational Zoom Call for interested applicants.   |
| July 7    | Letters of Intent due at the AAA office.   |
| August 6  | Proposals due at AAA office.   |
| August 18 | Ad Hoc Contracting Committee formed if competitive bids are received; AAA staff and Contracting Committee review and make recommendations on competitive proposals; AAA staff reviews non-competitive bids; recommendations are submitted to the AAA Advisory Council. |
| Sept. 22  | The Advisory Council reviews contract recommendations and makes recommendations to the AAA Board of Trustees.  |
| Sept. 22  | The AAA Board of Trustees reviews and approves the contract recommendations.   |
| October 6 | The last day for organizations to appeal contracting decisions for OAA and SCS funding.  |